

**DEPARTMENT OF SOCIAL SERVICES**

744 P Street, Sacramento, California 95814



September 26, 1997

COUNTY FISCAL LETTER (CFL) NO. 97/98-25

TO: COUNTY WELFARE DIRECTORS  
COUNTY FISCAL OFFICERS  
COUNTY AUDITOR CONTROLLERS  
COUNTY PROBATION OFFICERS

SUBJECT: COUNTY WELFARE DEPARTMENT (CWD) ADMINISTRATIVE EXPENSE CLAIM (AEC)  
FOR THE OCTOBER THROUGH DECEMBER 1997 QUARTER - TIME STUDY

This letter provides time study instructions for the October through December 1997 quarter. The information contained in this letter includes:

<u>Temporary Assistance for Needy Families (TANF)</u>	
<u>Probation</u>	Page 2
<u>Aid to Families with Dependent Children (AFDC)</u>	
<u>Overpayment Collections</u>	Page 3
<u>Work Opportunity Tax Credit (WOTC) Program</u>	Page 3 and 4
<u>Project Succeed-Riverside County</u>	Page 4
<u>California Work Opportunity and Responsibility for Kids</u>	
<u>(CalWORKs)-Fiscal Policy and Claiming Information</u>	Page 4
<u>TANF - DATA Collection [Public Law (P.L.) 104-193]</u>	Page 4
<u>Overtime (OT) and Compensating Time Off (CTO)</u>	Page 5
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The Program Code Descriptions (PCDs) and Support Staff Time Reporting Instruction (SSTRI) for use in the December 1997 quarter are:

Social Services	12/97
Eligibility	12/97
Welfare Fraud	12/97
Employment Services	12/97
Electronic Data Processing (EDP)	12/97
Staff Development	12/97
SSTRI	12/97

Time study forms for use in the December 1997 quarter are:

Generic Time Study, DFA 10	03/92
Support Staff Time Report, DFA 7	12/92

- The Social Services PCD includes addition of TANF Probation activities, instructions for OT and CTO which were inadvertently deleted from the 09/97 PCD and renumbering of the Nonallocable code from 9000 to 5500.
- The Eligibility PCD includes instructions for OT and CTO which were inadvertently deleted from the 09/97 PCD; renumbering of the Nonallocable code from 9000 to 6500; deletion of certain activities from Code 2780, AFDC Overpayment Collections; revision of the PCD title and allowable activities under Code 2015; and addition of WOTC activities to Codes 2011, 2013, 2101, and 2103, AFDC-FG/U Intake, AFDC-FG/U Continuing, Nonassistance Food Stamps (NAFS) - Intake, NAFS-Continuing, respectively.
- The Welfare Fraud PCD includes instructions for OT and CTO which were inadvertently deleted from the 09/97 PCD and renumbering of the Nonallocable code from 9000 to 7500.
- The Employment Services PCD includes instructions for OT and CTO which

B. AFDC-Overpayment Collections

Effective with the December 1997 quarter, the following activities are being eliminated from Code 2780, AFDC Overpayment Collections:

Recording and accounting of collections; and

Reporting of collection activity.

A recent review of time study guidelines for processing overpayment collections indicated that the above activities are performed by clerical staff rather than by eligibility workers.

This change is consistent with the time study guidelines for overpayment collections issued by the Fraud Bureau on July 25, 1997.

C. WOTC Program

WOTC is a new voluntary program that provides a tax incentive for employers who hire eligible individuals from various target groups. It replaces the Targeted Jobs Tax Credit program that expired in December 1994. The target groups that affect CWDs are AFDC/TANF and Food Stamp recipients. ACL No. 97-40, dated July 21, 1997, provides information regarding the WOTC program and the activities that may be involved at the CWD level. Although the WOTC program was due to sunset on September 30, 1997, it was recently extended through June 30, 1998.

As discussed in ACL No. 97-40, CWDs may assist in the WOTC conditional certification process by completing and distributing the form to eligible AFDC/TANF and Food Stamp recipients. This involves conducting a preliminary determination that the recipient is qualified to participate in the program. Please see Page 3 of ACL 97-40 for specific WOTC eligibility criteria.

Counties who choose to participate in the WOTC Program should charge time spent conducting the preliminary determination and completing and distributing the form to the qualifying program. For example, if the recipient qualifies under the AFDC criteria, the time should be charged to AFDC; if the recipient qualifies under the Food Stamp criteria, the time should be charged to NAFS. The eligibility PCD has been updated to include activities associated with the WOTC program:

Code 2011	AFDC-FG/U-Intake
Code 2013	AFDC-FG/U-Continuing
Code 2101	NAFS-Intake
Code 2103	NAFS-Continuing

In addition, the form can also be distributed during the GAIN orientation and appraisal process. Please refer to Item A under

the Employment Services section on Page 4 for additional information.

Questions regarding the WOTC program, including eligibility criteria, should be directed to your county's Employment Operation Section analyst at (916) 657-3403.

D. TANF - DATA Collection (P.L. 104-193)

As indicated in All-County Information Notice No. I-48-97, dated August 8, 1997, the PCD for Code 2015, AFDC-FG/U-Quality Control, has been modified to reflect changes in activities performed by county performance sample staff (formerly quality control staff) to meet case specific data collection requirements of P.L. 104-193. Allowable activities include random sampling of the TANF population through use of the modified Quality Control Information System. In addition, the title of Code 2015 has been changed from AFDC-FG/U-Quality Control to TANF-DATA Collection (P.L. 104-193).

**III. Employment Services**

A. WOTC Program

Please refer to instructions under Item C of the Eligibility section on Page 3 for information on WOTC. The WOTC certification form can also be distributed during the GAIN orientation and appraisal process, in which case, the time would be charged to Code 4051, GAIN Orientation and Appraisal. The PCD for the Employment Services has been revised to include WOTC activities.

B. Project Succeed - Riverside County

Counties were advised in the September 1997 claiming instructions that the Post Employment Services Demonstration Project, known in Riverside County as Project Succeed, ended on July 29, 1997. Accordingly, Code 4890 is being deleted from the Employment Services PCD effective with the December 1997 quarter.

**IV. General**

A. CalWORKs Fiscal Policy and Claiming Information

The California Department of Social Services (CDSS) recognizes that revisions to current fiscal policies for administrative expense and assistance claiming may be necessary and beneficial to counties as a result of the implementation of CalWORKs, effective January 1, 1998. The CDSS will be working closely with the California Welfare Directors Association Fiscal Committee to revise, as appropriate, the cost allocation plan and claiming systems. Until counties are notified of changes, CDSS's current reimbursement and advancing systems and the administrative and

assistance claiming instructions will remain in effect. Counties should continue to time study and claim related costs to existing programs. Early CalWORKs start-up activities should be identified to the most closely related (old) program. Additional instructions will be forthcoming and effective with the January through March 1998 quarter.

Claiming instructions for the California Food Assistance Program are addressed in the September 1997 quarter claim letter; there are no time study activities related to this program.

B. OT and CTO

CFL No. 97/98-01, dated July 2, 1997, provided time study instructions for counties using the optional direct charge methodology for claiming administrative expenses under the revised CWD cost allocation plan effective July 1, 1997. Changes to reporting OT and CTO under the direct charge methodology were reflected in the September 1997 PCDs and SSTRI. However, instructions for counties electing to remain with the original method were inadvertently deleted; those instructions have been restored in the December 1997 PCDs and SSTRI.

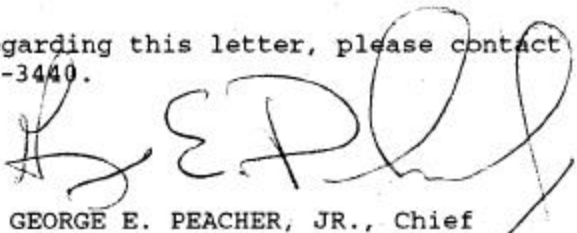
C. Nonallocable Time

As indicated in the September 1997 quarter claim letter, the original code used to identify nonallocable time is the same for all functions (Code 9000) which does not allow time to be identified to the function level. Therefore, separate codes for nonallocable time have been established in each of the four functions as follows:

<u>FUNCTION</u>	<u>DELETED CODE</u>	<u>NEW CODE</u>
Social Services	9000	5500
Eligibility	9000	6500
Welfare Fraud	9000	7500
Employment Services	9000	8500

While these changes are being reflected in the December 1997 quarter PCDs, the new codes apply retroactively to the September 1997 quarter. The description of nonallocable activities remains unchanged.

If you have any questions regarding this letter, please contact the Fiscal Policy Bureau at (916) 657-3440.

  
GEORGE E. PEACHER, JR., Chief  
Fiscal Systems and Accounting Branch

c: CWDA